

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CITY ATTORNEY
GENERAL ADMINISTRATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Performs difficult professional legal work in providing legal counsel to represent the City in legal matters. Employee reports to City Council.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class gives legal counsel and advice to the City Manager, City departments and City Council, city boards and commissions. Work involves preparing and reviewing legal documents for the City and representing the City at state and federal trial and appellate court as well as administrative proceedings. Supervision and direction is exercised over a staff of professional legal and clerical assistants. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with taxpayers, attorneys and the general public. Work is performed under general supervision of the City Council and City Manager and is evaluated through observation, conferences and review of work performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Leads litigation affecting the City, including damage suits by or against the City, suits affecting the City in its authority under various code provisions, and proceedings before judicial and quasi-judicial bodies.

Attends meetings of various City boards and commissions, renders legal advice upon request, and reviews the legal propriety of documents under consideration by City officials.

Reviews cases for compliance with State and Federal laws prohibiting adverse employee discipline based upon protected rights of free speech, age, national origin, and worker's compensation.

Prepares ordinances, resolutions, and proclamations for the City; prepares other legislation affecting the City.

Answers legal inquiries from City officials; prepares legal opinions on the more complex matters concerning the powers and duties of various boards and commissions.

Supervises a staff of legal assistants and clerical employees.

Maintains current knowledge of changes in State and Federal legislation and case law as it applies to Cities.

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Prepares Division budget and monitors expenditures.
Serves as in-house administrator of City Attorney's office.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of North Carolina law pertaining to County government.

Thorough knowledge of the principles and procedures of civil law, especially as related to County government.

Thorough knowledge of legal research and investigation methodology, judicial procedure, and rules of evidence.

Considerable knowledge of County government structure and operations.

Considerable knowledge of the current literature, trends, and developments in the field of governmental law.

Skill in legal writing.

Ability to analyze and solve legal problems and interpret laws and regulations affecting the County.

Ability to plan, assign, and coordinate the work of subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to express ideas effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Juris doctorate awarded by an accredited school of law and 6 to 9 years of experience in local government law application or related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a license to practice law in the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

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Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Exempt